

Give a comment that helps

Learner page 1 | Read the message as a new classmate

What helps you more: "Great!" or a question about one unclear part? Talk to a partner. In this lesson, help a writer make an invitation easier to follow. All people, events and messages are fictional.

What Alex wants to say

Alex invites Jo, a new classmate, to a free board-game afternoon on Saturday, 2–4 pm, in the community room at Green Lane Library. People can bring a favourite game, but games will be provided. Jo should reply to Alex by 6 pm on Friday.

Alex's first message

Hi Jo, We are having a games afternoon on Saturday. Meet us at the usual place after lunch. Bring something if you can. Tell me soon. Thanks, Alex.

Which comments would help Jo join

Letter	What a reader says
A	Great!
B	Your writing is bad.
C	Change the opening to Dear Sir or Madam.
D	I can see it is Saturday, but I don't know which place or what time. Could you name the place and give start and finish times?
E	"Tell me soon" makes me unsure when to reply. Could you give a reply date and time?
F	Say everyone must bring a game.

1. Read the whole message. What does Jo already know? Point to a phrase.
2. Choose two useful comments. Which words in Alex's message do they refer to?
3. Which comment invents a rule? Check the facts above.
4. Rewrite one unhelpful comment as a clear, respectful question.

Try: I know... / When you say..., do you mean...? / Could you tell me...? Ask about the message, not the person. Check your choices with the teacher before page 2.

Help and be helped

Learner page 2 | Both partners take both roles

The writer can choose

Choice	What you can say
Use it	That helps. I'll change...
Change part	I'll use this part, but...
Ask	What do you mean? / I need to check that.
Leave it	I'll keep this because...

Try two more comments

Use Alex's facts on page 1. G: "Give the exact time and change Hi Jo to Dear Sir or Madam."

H: "Add the full street address." Which choice could the writer make for each? Explain why. Do not invent an address.

G: _____ H: _____

Take turns with Alex's message

- Both read page 1 again. Partner A is the reader first; B plays Alex, the writer.
- A gives ONE comment about the place or time. B checks the facts, chooses a response and rewrites that part. A reads it and says what is clearer.
- Swap roles. B gives ONE comment about when to reply; A plays Alex and changes that part. Use the original draft again.
- Each person completes the record below for their writer turn. You can speak your comment and write only keywords.

My writer turn

My partner's comment and the phrase it refers to

My choice and reason

My changed sentence

Reader: What can Jo understand now? Is any detail still missing?

Useful words: reply = answer a message; optional = you can choose; a reply deadline = the last time to answer. If a correction seems uncertain, ask your teacher.